Service Manual for Exhibitors

79th Annual Meeting of the German Cardiac Society – Cardiac and Circulation Research

April 3 - 6, 2013
Congress Center Rosengarten Mannheim

Online-order of additional equipment at:
http://ft2013.dgk.org

Please forward all the required information concerning the exhibition to your exhibition stand constructors promptly!

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On the following pages, the most important information for a successful exhibition at Congress Center Rosengarten is made available to you. All relevant facts and data on all the aspects of the venue, your exhibition space, the guidelines concerning installation and removal and, last but not least, your contacts can be found here.

m:con has extensive experience in organizing congresses and producing events, and offers individual solutions – with its excellent conception and organisation and with its own ultra-modern equipment.

The professional team of m:con offers you support at any time.

m:)con_providesmore

www.mcon-mannheim.de

Exhibition organization

m:con – mannheim:congress GmbH
Mrs. Bettina Häcker
Rosengartenplatz 2
68161 Mannheim
Germany
Fon +49 (0)621 / 4106 - 105
Fax +49 (0)621 / 4106 - 80 105
bettina.haecker@mcon-mannheim.de

Scientific responsible body

Deutsche Gesellschaft für Kardiologie
– Herz- und Kreislaufforschung e.V.
Achenbachstr. 43
40237 Düsseldorf
Germany
Fon +49 (0)211 / 600692 - 0
Fax +49 (0)211 / 600692 - 10
info@dgk.org

Venue

Congress Center Rosengarten Mannheim
Rosengartenplatz 2
68161 Mannheim
Germany
www.mcon-mannheim.de

Terminology of the floors

Please note the terminology of the floors at the Congress Center Rosengarten (CCR) and the Dorint Kongresshotel at Mannheim:

- floor 0: formerly basement
- floor 1: formerly ground floor
- floor 2: formerly first floor
- floor 3: new second floor
- floor 2 / Dorint: formerly Congress floor at Dorint Hotel

Times for delivery and installation, and notes on stand construction

Please note that the following schedule is only to provide an overview on the general times for delivery and installation.
Please find your valid slots for delivery and installation, as well as the delivery zones for one vehicle published in your stand confirmation letter.

Tuesday, 26.03.2013, 14.00 – 22.00 hrs
Delivery and installation of large stands on floor 0, 1 (right foyer), 2 and 3 at CCR

Wednesday, 27.03.2013, 07.00 – 22.00 hrs
Delivery and installation of large stands on floor 0, 1 (middle foyer and entrance foyer), 2 and 3 at CCR

Thursday, 28.03.2013, 07.00 – 22.00 hrs
Delivery and installation of large stands on floor 0, 1 (left foyer), 2 and 3 at CCR

Friday, 29.03.2013, 07.00 – 22.00 hrs
No delivery, only installation inhouse!

Saturday, 30.03.2013, 08.00 – 20.00 hrs
Rest of delivery large stands on floor 1, delivery on floor 2 / Dorint and installation on all floors

Sunday, 31.03.2013, day of rest
No delivery and no installation!

Monday, 01.04.2013, day of rest
No delivery and no installation!

Tuesday, 02.04.2013, 07.00 – 22.00 hrs
Delivery on floor 2 / Dorint, delivery of small stands at CCR and installation on all floors

Wednesday, 03.04.2013, 07.00 – 11.00 hrs
Delivery of portable stands and **last** installation on all floors

Please note that owing to noise pollution, exhibition goods may only be unloaded until 22.00 hrs

Please note:
Unloading until
22.00 hrs only!

Opening times of the exhibition

Wednesday, 03.04.2013, 15.00 – 18.00 hrs

Thursday, 04.04.2013, 09.00 – 18.00 hrs
afterwards Grand Opening in Musensaal and Get Together on floor 3

Friday, 05.04.2013, 09.00 – 18.00 hrs

Saturday, 06.04.2013, 09.00 – 13.30 hrs

Please staff your booth during the opening times. It is recommended that the stands on floor 3 should be staffed to the end of the Get Together.

Times for delivery and installation, and notes on stand construction

Please note that the following schedule is only to provide an overview on the general times for delivery and installation.
Please find your valid slots for delivery and installation, as well as the delivery zones for one vehicle published in your stand confirmation letter.

Saturday, 06.04.2013, 14.30 – 22.00 hrs
Dismantling and removal all floors

Sunday, 07.04.2013, 07.00 – 22.00 hrs
Dismantling and removal all floors

Monday, 08.04.2013, 07.00 – 10.00 hrs
Dismantling and removal only with special permit

For safety-related reasons the removal on Saturday, 06.04.2013 could not start before 14.30 hrs. Booth builders are not allowed to enter into the Congress Center Rosengarten. Infringements will be charged with € 500.-.

Please note that owing to noise pollution, exhibits may only be loaded until 22.00 hrs.
Please observe the instructions for removal in any case, otherwise current and following events may be disturbed. Stands that are not removed in time are cleared at your costs!

Please note:
Loading until
22.00 hrs only!

Route via the motorway

Motorway A6/A67

→ motorway intersection Mannheim
→ A656 towards Mannheim-Mitte
→ go along „Augustaanlage“ until you get to the water tower „Wasserturm“
→ The Congress Center Rosengarten is on the north of the water tower „Wasserturm“

Motorway A61

→ motorway intersection Mannheim
→ A656 towards Mannheim-Mitte
→ go along „Augustaanlage“ until you get to the water tower „Wasserturm“
→ The Congress Center Rosengarten is on the north of the water tower „Wasserturm“

Route via the city center

Parking facilities

As a part of m:con Congress Center Rosengarten, the underground car parks „Congress Center Rosengarten“ and „Dorint“ with approx. 700 parking spaces is at your disposal. Please note that the height limit for vehicles is 1.90 m there. Parking on the outside area of the Congress Center Rosengarten is not allowed.

Vehicles higher than 1.90 m can be parked on the nearby car park (near the stadium „Carl-Benz-Stadion“, direction airfield „Flugplatz Neuostheim“) Theodor-Heuss-Anlage 12: turn right before you get to the KPMG building, then turn right again, the car park is on the left. You can take the tram number 6 to get back to the Rosengarten. The vehicles could also be parked on the „Neuer Messplatz“ (Maybachstraße in Mannheim). Please note that these are all public parking spaces where we have no impact on free parking space!

Parking on the outside area of the CCR is not allowed.

Delivery

Owing to a shortage of space, deliveries can be carried out only on the days of installation. For organisational reasons, earlier deliveries have to be carried out by the forwarding company „Spedition Schenker" (address see „Storage" page 6) **at your expense,** otherwise they are returned **at your costs**.
For deliveries of advertising material, brochures and other articles, please indicate the following extended address:

m:con Congress Center Rosengarten
79th Annual Congress of Cardiology 2013
Company name
Name of your contact at the exhibition
Mobile number of your contact at the exhibition
Stand number
Rosengartenplatz 2
68161 Mannheim
Germany

Please note that deliveries have to be effected directly to the stand area. m:con does not accept any deliveries. All deliveries are left to the owner's risk. m:con does not assume any responsibility for deliveries.

m:con does not accept any deliveries and does not assume any responsibility for deliveries: all deliveries are left to the owner's risk.

Unloading and loading on the grounds of CCR

The access to the Congress Center Rosengarten from „Friedrichsring" has a gate opened by a porter. Please note that cars which are used for delivery and collection have to be parked in the underground car park. Only vehicles higher than 1.90 m may be parked on the forecourt during installation and removal and only for loading and unloading purposes!

On entering the grounds of Congress Center Rosengarten, the time of arrival and the driver's mobile number are taken down by one of our employees, and a time of departure is also agreed upon. Should pallets be delivered, please note that Congress Center Rosengarten cannot provide a hand pallet truck. It has to be provided by the exhibitor.

All vehicles higher than 1,90 m has to be announced with the attached form until **01.03.2013**. Please forward this information to all your suppliers (booth builder, forwarding company, etc.).

Only vehicles higher than 1.90 m may be parked on the forecourt during installation and removal and only for loading and unloading purposes!

Lifts / good lifts

For deliveries to the foyers in floor 0, 1, 2 and 3 of Congress Center Rosengarten, there are several goods lifts at your disposal.

	width for passage	height	depth	weight-bearing capacity
Lift foyer – left	1,70 m	1,95 m	3,80 m	3.500 kg
Lift foyer – right	1,55 m	1,95 m	2,80 m	1.500 kg
Goods lifts outside	2,70 m	2,50 m	6,00 m	5.000 kg

Storage

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the Congress Center Rosengarten. The storage of empties can be dealt with by e.g. the forwarding company Schenker:

Schenker BTL (D) AG / Spezialverkehre
Messeabteilung, Herr Vaz-Valero
Verkehrshof Rheinau
Ruhrorter Straße 9-21
68219 Mannheim-Rheinau
Germany
Fon +49 (0)621 8046 - 423
Fax +49 (0)621 8046 - 429
juan-carlos.vaz-valero@schenker.com

The legal stipulations and regulations in their most current form must be observed for all exhibition stands, facilities, exhibits, materials and advertising that are brought into the Congress Center Rosengarten.

Additional orders

Orders for additional equipment can only be placed online **http://ft2013.dgk.org** until **22.02.2013**.

After the above-mentioned date, orders could only be placed on site plus an extra charge of 20%!
Orders on site are payable immediately.

Orders for additional equipment only online!

Advertising

Any sort of advertising is only allowed within the stand rented by the exhibitor and only for the exhibitor's own company and the exhibited articles manufactured or distributed by the exhibitor's own company. All advertising effort outside the stand area has to be approved by the organizer of the exhibition.

The distribution and the display of printed matters and advertising material outside the own stand area is only allowed by our licensed service partner. Should you be interested, please refer to:

Dr. Wilhelmus GmbH
Mr. Wilhelmus
Fon + 49 (0)2204 / 66272
Fax + 49 (0)2204 / 22747
info@dr-wilhelmus.de

Audiovisual presentations

Any kind of presentations on the stand requires the organizer's approval. Approval is granted with the pre-requisite that the presentation will not negatively affect or interrupt neighbouring stands and the ongoing congress. The organizer shall have the right to cancel a presentation in the event of disregard for his regulation.

Congress tickets and vouchers for the congress

Exhibitors have an allotment of congress tickets free of charge. Please find further information on the enclosed Participants' Registration Form for Exhibitors.

In the run-up to the exhibition, you can hand out vouchers for the congress to your customers. The layout of the vouchers for the congress can be taken on by yourself. We ask you to send a draft of it to m:con participants registration, Mrs. Andrea Matheus, e-mail: andrea.matheus@mcon-mannheim.de for approval until **06.03.2013**. There will be a cashing-up of vouchers according on the number of vouchers exchanged. The regular price will be charged for up to 40 traded vouchers. Anything over that will be charged at the reduced, early bird price.

Construction height

The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

- in the lower foyer in floor 0: 3.00 m
  (limited construction height in the area of the access to the underground car parks and in front of the sanitary facilities, as well as in the area of the cloakroom)
- in the upper foyer in floor 0: 2.20 m
- in the foyer on floor 1: 3.00 m
  (limited construction height in the side foyes below the gallery and below the fire curtains!)
- in the foyer on floor 2: 2.80 m
  (limited construction height in the Musen- / Stamitzsaal foyer and below the fire curtains!)
- in the foyer on floor 3: 3.00 m
- in the foyer on floor 2 / Dorint: 2.50 m

In general, a maximum flooring height of 2.5 cm is permitted. Exceeding construction heights require a written approval by the organizer and have to show canted edges. Please note that no raised flooring will be approved for the foyer between the Musen- and Stamitz halls.

Prior approval by the exhibition organizer is necessary for construction heights exceeding these limits. For this please send back the attached form until **01.03.2013**.

The maximum construction height for stands vary from floor to floor. Restrictions owing to structural causes have to be observed.

Damage

The exhibitor is responsible for damage to facilities of Congress Center Rosengarten, floors etc., as well as to material let or lent to him.

Disposal

In general, reusable and eco-friendly materials have to be used for the installation and the operation of a stand. It is not allowed to leave any materials at Congress Center Rosengarten. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

In general, reusable and ecofriendly materials have to be used for the installation and the operation of a stand.

Electricity

The laying of electrical cables outside the stand, as well as connection to the supply network may only be carried out by m:con. For electrical installations inside the stand, as well as for the laying of electrical cables, the instructions of VDE have to be observed. It is recommended to order m:con to carry out the work inside the stands as well.

The equipment and the illumination of the stands have to be disconnected from the grid by the exhibitor after the end of the exhibition and before leaving the stand respectively. In case of non-observance as to the above mentioned switching off regarding equipment and illumination, m:con reserves its right to charge any costs that may result from additional consumption of electricity to the exhibitor's account.

The exhibitor is responsible for the self-installation on the stand. If you wish electrical installations at a certain place, we ask you to let us have a sketch accordingly. If you require electricity, you can place your order online.

Emergency exits and escape routes

The aisles between the exhibition areas serve as escape routes in cases of Emergency. At no time should these aisles should be blocked. Escape routes must always be kept free of hindrance.
The exit doors, emergency exits and their signposting must never be obstructed, built over, closed in, obstructed by drapes or disfigured in any way.

Empties

During the installation, the duration of the congress and the removal, it is not allowed to store empties on the stands, outside the stands, inside the Congress Center Rosengarten and in its outside area. Dispatch and storage of empties can be dealt with by the forwarding company Schenker (address see „Storage", page 6).

Examination of the rented space

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. m:con shall not be responsible for the accuracy of dimensions on hall and stand plans.

Exhibition construction company

The Service Manual for Exhibitors and all important information according the exhibition have to be forwarded to the exhibition construction company and other service providers by the exhibitor.
The exhibitor's service handbook (in German and in English) is at your disposal on the internet at **http://ft2013.dgk.org** at any time.

Exhibitor cards

Exhibitor cards can be ordered by means of the attached order form at the m:con participants' registration office. Please send the index of names to Mrs. Andrea Matheus at andrea.matheus@mcon-mannheim.de.
For further information and order times, please refer to the order form.

Fire protection

All materials of the stand have to be flame-resistant according to DIN 4102-1 (B1). The exhibitor must be able to furnish proof of flame-resistance on the stand at any time. The fire extinguishers, wall hydrants and emergency buttons at Congress Center Rosengarten must not be blocked or made inaccessible under any circumstances. It is not permitted to render the instruction signs illegible.

Floor covering

Floor 0 Variohalle:	carpeting dark anthracite
Floor 0 and floor 1:	granite anthracite
Floor 2 and floor 3:	carpeting dark antracite
Floor 2 / Dorint:	carpeting blue respectively blue-beige flecked

Floor coverings and other floors have to be laid accident-proof and must not project over the boundary of the stand. If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal. On floor 0 and floor 1, adhesive tape suitable for natural stones must be used. Remaining residues will be removed at the exhibitor's cost.

The maximum floor loading capacity is 500 kg per sqm. In case that heavier exhibits are to be installed,

it has to be arranged with and approved by the organizer. Loads should be distributed, concentrated heavy loads have to be avoided at any rate.

If you lay floor coverings using double-sided adhesive tape, please note that it has to be removed without residue on removal.

Forklift trucks / hand pallet trucks

Please note that Congress Center Rosengarten cannot place a forklift truck at your disposal. This service can be dealt with by forwarding company Schenker (address see „Storage", page 6)

Guarding

The organizer of the exhibition provides a general guarding without accepting responsibility for damage or loss. Articles brought to Congress Center Rosengarten are at the owner's risk, m:con accepts no responsibility for articles deposited. The exhibitor has to take care of a special guarding for his stand and goods himself. Stand guarding service can only be ordered online.

Hazardous materials

IIt is forbidden to use open fire or naked light, e.g. spirit, fuel, oil, gas, etc.

Hotel accommodation service

Please book online at: **http://ft2013.dgk.org**, or contact: m:con Event-Services, Mrs. Claudia Morio, Fon +49 (0)621 / 4106 - 8641, claudia.morio@mcon-mannheim.de until **02.03.2013**.

Householder's rights

m:con and the service providers commissioned by m:con shall have householder's rights vis-à-vis the exhibitors, their builders and all individuals located in the exhibition space. The organizer shall have the right to expel from the Congress Center Rosengarten individuals who do not adhere to the regulations of m:con or the services providers commissioned by m:con or who violate the conditions for participation. The organizer shall also have the right to ban these individuals. m:con, persons commissioned by m:con, the police, the fire department and the supervisory authority shall have access to the stands at any time.

Illumination

Possibly, the general illumination at Congress Center Rosengarten is not sufficient to illuminate the individual stands effectively. In your own interest, we recommend to plan on additional installation of illumination on your stand.

Information counter for exhibitors

During the congress an information counter for exhibitors will be operated at the conference counter where an employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

Installation of stands

All stands have to be installed as self-supporting constructions. Fastenings on the walls, pillars and floors of the halls are not allowed. Pillars, buttresses, projections etc. within the exhibition area are part of the allocated space. It is not allowed to exceed the allocated space for installation. Sticking up of advertising material on the walls, pillars or other parts of the venue is not allowed. The exhibitor is liable for any damages owing to violations and is responsible for the security otf the stand; they must provide evidence of this.

Lighting facilities and signs may not exceed the limits of the stand. m:con retains the right to bill for any additionally used space.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and telephone distributors have to be accessible. A minimum safe distance of 0.5 m to the ceiling sprinklers has to be kept.

Rear sides of stands which are visible and back onto neighbouring stands or those stands which are free standing must be of a smooth construction and neutral colour (white or light grey). The exhibition organizer reserves the right to insist on the modification of stands which are deemed inadequate or non-approved along with the right to order the removal of inappropriate exhibits when these are either bothersome or dangerous to visitors or exhibitors. Serious security defects can also lead to either partial or complete closure of the stand.

Escape routes, fire alarms, hydrants, electrical distributors, switchboards and phonee distributors have to be accessible.

Insurance

The exhibitor shall be liable for all personal and material damages that arise from the operation of their exhibition stand and materials. It is recommended that the exhibitors obtain adequate insurance protection.

Internet access / EDP

WLAN is provided free of charge to participating exhibitors. Due to the high number of users envisaged and limited network capacity, performance thereof cannot be fully guaranteed. Additional consideration should be given to the fact that the position of your stand, its structure and that of the neighbouring stands may adversely affect WLAN reception quality. Fixed line internet must be booked for the transmission of large volume data packages such as product presentations, streaming, live communication etc.

Please note that in case of orders for internet access, the configuration or installation of additional hardware and software brought by the customer is not included in the range of delivery. The exhibitor is responsible for the observance of the licensing agreement in case of software brought by himself.

Internet access can only be ordered online. The exhibitor is responsible for the rented technical equipment for the duration of the rent.

Multifunctional pillars

There are multifunctional pillars with the measures 1.15 m x 1.00 m in the side foyers in floor 1. On one side inside these pillars, there are connections (electricity, TV, EDP) and fresh air respectively hot air is entering from the other 3 sides of these pillars into the foyers. The pillars must not be surrounded or blocked and nothing may be fixed on them. All round the pillars, a minimum safe distance of 1.00 m has to be kept.

Park tickets

For the duration of the congress we provide park tickets with reduced costs of € 12.00 per day including the statutory VAT. The park tickets are valid for the garages „Rosengarten" or „Dorint Hotel".
The park tickets are available at the registration counter for exhibitors from 03.04. to 06.04.2013.

Planning of stand installation

All exhibitors are obliged to plan their stands in accordance with the structural conditions (especially the fire alarms, hydrants, height of ceiling, distributors and pillars) at Congress Center Rosengarten.

Press pigeonholes for exhibitors

Exhibitors and sponsors can for the first time rent press pigeonholes to display information material for a fee. The press pigeonholes are situated in the press office. If interested, please contact Mr. Alexander Feuerstein, alexander.feuerstein@mcon-mannheim.de.

Respirable dust badge: „Feinstaubplakette"

Please note that from 1st March 2008 on it is absolutely necessary in a few areas of Mannheim to place a respirable dust badge in your car or lorry. The Congress Center Rosengarten and the Wasserturm (underground car parks) belong to these areas. You may get this badge at the TÜV, DEKRA, authorized garages and by internet. Please read up on this topic! Further information please find e.g. at www.umweltplakette.de.

Entering by vehicle and parking from 1st March 2008 only with a respirable dust badge!

Service counter for exhibitors

During installation an service counter for exhibitors will be operated at the entrance foyer on floor 1 where an employee of ours will be at your disposal for repeat orders and for any queries concerning your participation in the exhibition that may occur.

During the construction times, a mobile catering service of the Dorint Congress Hotel will be operating and selling food and drinks for your well-being.

Smoking

Smoking is strictly forbidden in the whole inside area of the Congress Center Rosengarten at any time.

Smoking is strictly forbidden in the whole inside area of the Congress Center Rosengarten at any time!

Stand roofs

As a matter of principle, stands must be open at the top. This is to ensure sprinkler protection. Roofs shall only be possible in exceptional cases and must be approved by the exhibition organization. Evidence of sprinkler suitability must be kept on hand in any stand with an approved roof.

Storage of information material and brochures

The storage of informational material is only permitted in the amount required for that given day and only on the stand surface. Storage outside of the assigned stand surface is not permitted.

Suspensions

Prior approval by the organizer of the exhibition is necessary for suspensions. They are only allowed in exceptional cases.

Theft

In order to keep the danger of theft as low as possible, we ask you, in your own interest, not to leave your stand unattended after the delivery of exhibits. In general, a stand guarding, especially for the nights, is to be recommended. In any case, you should lock away valuable goods during the night.
We recommend you never to leave your stand unattended during the opening hours and to make goods in danger of theft especially secure. On removal, we ask you not to leave your stand before valuable goods have been loaded or handed over to the carrier. If this is not possible, it is advisable to book a stand guarding.

Vehicles

Vehicles with a height of over 1.90 m have to be registered by means of the attached registration form by **01.03.2013**. Please forward this information as well to your service providers (forwarding agency, exhibition construction company, etc.).

06 | Catering

Food and beverages for catering on your stand are provided by the service partner of Congress Center Rosengarten Mannheim:

Dorint Kongresshotel Mannheim
– Convention Sales Manager –
Mrs. Graziella Amato / Mr. Martin Kleinlein
Friedrichsring 6
68161 Mannheim
Germany
Fon +49 (0)621 1251 - 965
Fax +49 (0)621 1251 - 969
graziella.amato@dorint.com
martin.kleinlein@dorint.com

Please note that orders for food and beverages can only be placed via this licenced caterer until end of the congress. Please find the catering order forms at http://hotel-mannheim.dorint.com/de/mannheim-messe. If you wish to be supplied by another service, prior arrangements have to be made. The Dorint Kongresshotel Mannheim may charge a fee for the transfer of its catering rights which is based on the number of sqm space per day of exhibition plus VAT. Therefore it is absolutely necessary to consult our service partner.

07 | Disclaimer

Articles brought into our house are at the owner's risk, m:con accepts no responsibility for articles deposited. There is no guarding at the exhibition. Stand guarding service can only be ordered online.

Should you have any further questions concerning the exhibition, please get in touch with the indicated contacts.

Articles brought into our house are at the owner's risk. m:con accepts no responsibility for articles deposited.

Only submit if one of the approved heights are exceeded!

79th Annual Meeting
of the German Cardiac Society
– Cardiac and Circulation Research

April 3 - 6, 2013
Congress Center Rosengarten Mannheim

Please reply at latest **01.03.2013**

Fax +49(0)621 / 4106 - 80 105

m:con – mannheim:congress GmbH
Exhibition Organisation
Bettina Häcker
Rosengartenplatz 2
68161 Mannheim
Germany

Please fill it out distinctly in block letters:

Exhibitor	Stand Number

Booth building company

Company / Organisation	First Name / Surname (Contact)
Street / P.O. Box	Fon
Post Code / City	Fax
State / Country	e-mail
Contact onsite	Mobile Fon onsite

Herewith we submit the blueprint of the stand (minimum scale 1:100 or as digital plan with dimensioning).
This is drawn up in accordance with the guideline of the exhibitor manual. Please send back one approved copy.

- ❑ Audio-/visual presentations are planned on the stand.
- ❑ Our planned stand height _____ m.
- ❑ Stand height confirmed by m:con _____ m.
- ❑ Our planned floor height of the stand _____ mm.
- ❑ Floor height of the stand confirmed by m:con _____ mm.

Place, Date

Legally binding signature

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Please reply at latest **01.03.2013**

Fax +49(0)621 / 4106 - 80 105

m:con – mannheim:congress GmbH
Exhibition Organisation
Bettina Häcker
Rosengartenplatz 2
68161 Mannheim
Germany

Please fill it out distinctly in block letters:

Exhibitor _____ Stand Number _____

Booth building company

Company / Organisation _____ First Name / Surname (Contact) _____

Street / P.O. Box _____ Fon _____

Post Code / City _____ Fax _____

State / Country _____ e-mail _____

Contact onsite _____ Mobile Fon onsite _____

Size of the vehicles

- ❑ vehicle height under 1,90 m — number _____
- ❑ van highter than 1,90 m — number _____
- ❑ heavy googs vehicle _____ m. — number _____

Equipment for Wiesbaden

- ❑

Place, Date _____ Legally binding signature _____

Please send back by **06.03.2013**

Fax +49(0)621 / 4106 - 80 152

m:con – mannheim:congress GmbH
Participants´ registration, Andrea Matheus
Rosengartenplatz 2, 68161 Mannheim, Germany

Fon +49 (0)621 / 4106 - 152
andrea.matheus@mcon-mannheim.de

79th Annual Meeting
of the German Cardiac Society
– Cardiac and Circulation Research

April 3 - 6, 2013
Congress Center Rosengarten Mannheim

Please fill it out distinctly in block letters:

Booth Number	Company / Organisation
First Name / Surname (Contact)	Street / P.O. Box
Post Code / City	Fon / Fax
State / Country	e-mail

Exhibitor card (index of names required)
2 exhibitor cards are free of charge up to an exhibition area of 10 sqm, plus 2 exhibitor cards per 10 additional sqm.
Additional cards are available at a price of € 25.00 (additional 19% of VAT) each.

We are ordering _____ items exhibitor cards free of charge _____ items exhibitor cards subject to a charge

The holder of an exhibitor card is entitled to participate in the exhibition; he has no access to the lectures. In order to have access to the lectures, congress tickets have to be ordered separately. (index of names required)

Congress tickets (index of names required)
1 congress ticket is free of charge up to an exhibition area of 6 sqm, 3 congress tickets are free of charge up to an exhibition area of 50 sqm, 5 tickets are free of charge with an exhibition area of over 50 sqm.

We are ordering _____ items Congress tickets free of charge (index of names required)

	up to 13.03.2013	**from** 14.03.2013
day ticket/s 03.04.2013	_____ items € 55.00 each	_____ items € 65.00 each
day ticket/s 04.04.2013	_____ items € 55.00 each	_____ items € 65.00 each
day ticket/s 05.04.2013	_____ items € 55.00 each	_____ items € 65.00 each
day ticket/s 06.04.2013	_____ items € 45.00 each	_____ items € 55.00 each
ticket/s for the congress valid for all days	__ items € 90.00 each	_____ items € 120.00 each

All tickets are personalized, please enclose a list subdivided into categories respectively day with the names of people who need tickets. We can't arrange your registration without list.

If you appoint the identifications by m:con until 06.03.2013 and the payment is done, then we will send it to you prior to the congress. Tickets ordered between 07.03. and 23.03.2013 will only be handed out on site. Payment (by cash, Maestro card, Visa, Mastercard) can only be made on site. After 23.03.2013 registration is only possible at the registration desk on-site.

Your registration is firm committing you to pay the participation fee. If the exhibition is cancelled by the organiser, the participation fee will be repaid. There are no further legal claims.

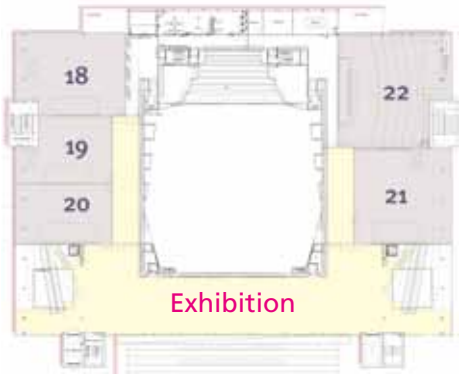
If the participant withdraws – even if it is no fault of his own – by 14 days before the congress starts, a service charge for the cancellation of the congress tickets and/or exhibition cards of € 10.00 will be withhold/charged. In case of cancellations after that date, the registration fee cannot be repaid. A service charge of € 10.00 is charged for rewritings of names.

Please note that exhibitor cards and congress tickets subject to charge cannot issued before the invoice amount has been paid in full.

Place, Date

Legally binding signature

Floor 3



Floor 2 / Dorint Hotel

Floor 2

Floor 0

Floor 1

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